

# Minnesota Department of Commerce Guidance for Completing the Made in Minnesota Solar Incentive Application

A Reference Guide for Applicants

December 20, 2013

<b>WHAT IS POWERCLERK?</b>	2
<b>HOW DO I GET MADE IN MINNESOTA SOLAR INCENTIVE PROGRAM ACCESS?</b>	2
<b>HOW DO I GET HELP?</b>	3
<b>HOW DO I SUBMIT AN APPLICATION?</b>	4
<i>Applicant, Seller, and Installer Application Page</i>	5
<i>Host Customer Application Page</i>	6
<i>System Owner Application Page</i>	8
<i>Payee Application Page</i>	8
<i>Project Site Application Page</i>	9
<i>Project Components Application Page</i>	11
<i>What is the Design Factor?</i>	11
<i>Application Review Application Page</i>	13
<i>Paperwork Record Application Page</i>	133
<i>Submit Application Application Page</i>	17
<b>WHAT IF MY PROGRAM HAS A TWO-STEP APPLICATION SUBMISSION PROCESS?</b>	18
<i>Project Components Application Page</i>	18
<i>Notice of Completion Application Page</i>	16
<i>Incentive Claim Review Application Page</i>	17
<i>Paperwork Record Application Page</i>	21
<i>Submit Application Page</i>	22
<b>WHAT HAPPENS AFTER MY APPLICATION IS SUBMITTED?</b>	22

## What is PowerClerk?

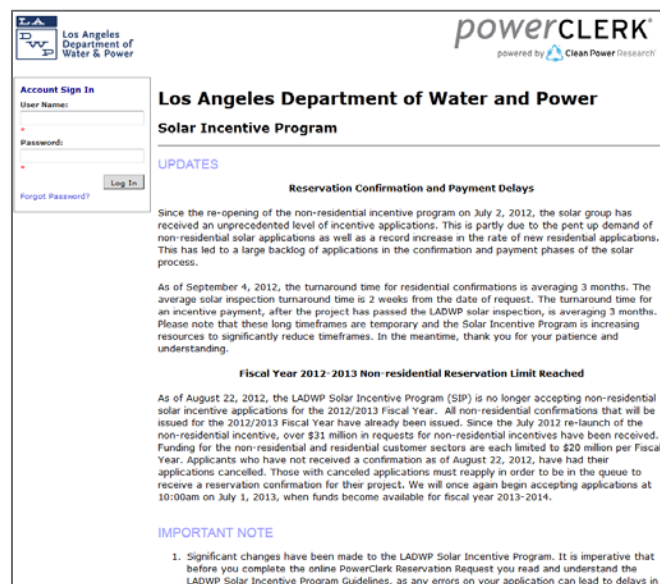
PowerClerk is the industry-leading software platform for renewable energy incentive and feed-in tariff processing. A hosted, web-based application, PowerClerk is used today to process about 70% of the solar (PV) incentive applications (by volume) in the U.S. It is also used to manage other technologies including solar hot water, wind and small hydro.

PowerClerk is a tool for entering and collecting data and documents regarding a renewable energy system upon which a ratepayer, installer or other applicant is eligible to seek a rebate or incentive.

“Applicants” (those applying for incentives) submit application reservations, review their application statuses and submit incentive claims. “Program administrators” (the employees of the Minnesota Department of Commerce) begin accepting and reviewing applications and performing administrative tasks. The details of how applications are submitted in PowerClerk for the Made in Minnesota Solar Incentive Program are outlined below.

## How Do I Get Made in Minnesota Solar Incentive Program Access?

The Made in Minnesota Solar Incentive Program in PowerClerk includes its own URL <https://mncommerce.powerclerk.com>. The webpage found at MNCommerce.powerclerk.com is the entry point for Made in Minnesota Solar Incentive Program application access. An example of Los Angeles Department of Water and Power’s front page is shown in **Fig. 1**.



The screenshot shows the front page of the Los Angeles Department of Water and Power (LADWP) Solar Incentive Program. The page is titled "Los Angeles Department of Water and Power Solar Incentive Program" and is powered by PowerClerk, which is noted as being powered by Clean Power Research. On the left side, there is a "Account Sign In" section with fields for "User Name:" and "Password:", a "Log In" button, and a link for "Forgot Password?". The main content area is divided into sections. The "UPDATES" section, titled "Reservation Confirmation and Payment Delays", contains text explaining that since the re-opening of the non-residential incentive program on July 2, 2012, the solar group has received an unprecedented level of incentive applications, leading to a large backlog. It states that the turnaround time for residential confirmations is averaging 3 months, and the average solar inspection turnaround time is 2 weeks. The "Fiscal Year 2012-2013 Non-residential Reservation Limit Reached" section states that as of August 22, 2012, the LADWP Solar Incentive Program (SIP) is no longer accepting non-residential solar incentive applications for the 2012/2013 Fiscal Year. An "IMPORTANT NOTE" section at the bottom states that significant changes have been made to the LADWP Solar Incentive Program, and it is imperative that users read and understand the LADWP Solar Incentive Program Guidelines before completing the online PowerClerk Reservation Request.

**Fig. 1.** Program front page

Once you've obtained the URL of your program's front page, navigate there in your web browser. Program administrators design the front page which contains program administrator contact information (email and or phone #) and any additional instructions which you must utilize to request a PowerClerk account. Follow all program guidelines to request a PowerClerk account.

After you've received an email with your account information and have logged in to the Made in Minnesota Solar Incentive Program, <https://mncommerce.powerclerk.com>, you'll be able to submit applications when the program is accepting applications. Note that all Made in Minnesota Solar Incentive Program users from a particular company may access all incentive applications from that company via the Applications tab.

Self-service password reset is available for all users. If need be, your program administrator can reset your password for you.

## How Do I Get Help?

Support to Made in Minnesota Solar Incentive Program applicants is provided by program administrators. Utilize the program administrator email contact information (Solar.help@state.mn.us) provided on the Made in Minnesota Solar Incentive Program front page , <https://mncommerce.powerclerk.com>

## How Do I Submit an Application?

### Applying for the Incentives

The application for Made in Minnesota solar incentives can be found at <https://mncommerce.powerclerk.com>. Follow the instructions on the front page of this website to obtain an applicant log in ID and password. Once you have obtained the applicant log in and password go back to the application page <https://mncommerce.powerclerk.com> sign in with your log in ID and temporary password. You may then change your password to one of your choosing. From there you will be able to select which Made in Minnesota Program you would like to apply for. There are three options, Solar PV, Community solar gardens and solar thermal. Following the instructions in the application and detailed in this document to complete and submit the application.

### Application Fee

The Made in Minnesota Solar Incentive Program does not charge an application fee. However, a signed installation agreement is required to be uploaded. This is intended to ensure that projects that have applied for incentives are actual projects that are ready to be installed in 2014. The Made in Minnesota program reserves the right to disqualify fictitious projects.

### Public Information

**All information submitted to the Minnesota Department of Commerce will be considered public information unless designated "Trade Secret".** Social security numbers or tax identification numbers will not be collected. The Minnesota Government Data Practices Act (MGDPA) classifies trade secret information as nonpublic data under Minnesota Statutes section 13.37. As part of the application process, any data designated by the applicant as trade secret information must meet the following definition: "Trade secret information" means government data, including a formula, pattern, compilation, program, device, method, technique or process (1) that was supplied by the affected individual or organization, (2) that is the subject of efforts by the individual or organization that are reasonable under the circumstances to maintain its secrecy, and (3) that derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.

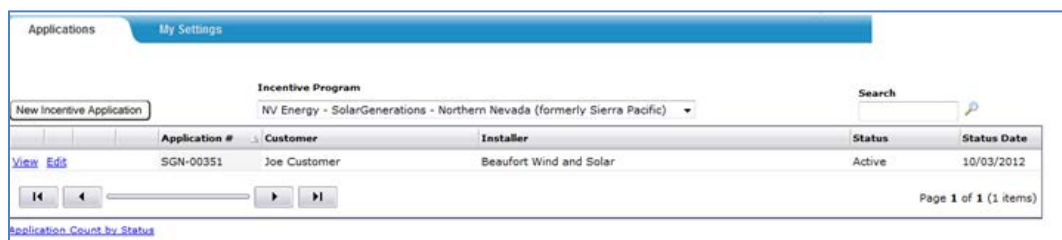
To the extent that the applicant is claiming data submitted as part of the application is trade secret information, the applicant must certify that it meets the definition of Minnesota Statutes section 13.37 subdivision 1(b) and must otherwise take reasonable efforts to maintain its secrecy as part of its business practices. Any trade secret material uploaded as part of the application data that is trade secret information must be clearly marked as "Trade Secret."

If the Department of Commerce receives a request for application data, the Department will disclose information in accordance with the MGDPA.

**If you want this information designated as non-public you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked "Trade Secret".**

Any other material uploaded as part of the application data that is trade secret information must be clearly marked as "Trade Secret".

Once you have a Made in Minnesota Solar Incentive Program PowerClerk account and incentive program access (see [How Do I Get PowerClerk Access?](#)) you may log in to submit new incentive applications (if the program is accepting applications) or check on the status of your company's existing applications, if any. The main incentive application list is shown in **Fig. 2**.



The screenshot shows the 'Applications' tab in the PowerClerk interface. At the top, there are tabs for 'Applications' and 'My Settings'. Below these, there is a 'New Incentive Application' button and a dropdown menu for 'Incentive Program' set to 'NV Energy - SolarGenerations - Northern Nevada (formerly Sierra Pacific)'. A search bar is also present. Below this is a table with columns: Application #, Customer, Installer, Status, and Status Date. The table contains one entry: Application # SGN-00351, Customer Joe Customer, Installer Beaufort Wind and Solar, Status Active, and Status Date 10/03/2012. There are 'View' and 'Edit' links for this application. At the bottom, there are navigation buttons (back, first, last, forward) and a page indicator 'Page 1 of 1 (1 items)'. A link 'Application Count by Status' is also visible.

Application #	Customer	Installer	Status	Status Date
SGN-00351	Joe Customer	Beaufort Wind and Solar	Active	10/03/2012

**Fig. 2.** User's incentive application list

If the Made in Minnesota Solar Incentive program is accepting new applications, you can begin filling out a new application by pressing the "New Incentive Application" button. The incentive application form is then displayed as a series of steps to be completed. The form is automatically saved each time one step in the form is completed. Incomplete (unsubmitted) applications are saved and you may return at any point in the future to finish filling out an incomplete application. **Bear in mind that applications must be submitted between January 1 and February 28th. The pages described below are meant to be representative. If you have questions about a particular application process, please contact the program administrator at [solar.help@state.mn.us](mailto:solar.help@state.mn.us).**

### [Applicant, Seller, and Installer Page](#)

The first page on the form includes **Applicant, Seller and Installer selection**, as shown in **Fig. 3**. Select the appropriate companies and contacts in these roles for the application. The available companies and contacts are configured by program administrators. Contact your program administrator if the companies and/or contacts you'd like to include in this application are not located in the dropdown lists.

**Seller/Installer**   Host Customer   System Owner   Project Site   Project Components   Application Review   Paperwork Record   Submit Application

## New Incentive Application

*SolarGenerations - Northern Nevada (formerly Sierra Pacific)*

Select the Applicant, Seller, and Installer for this installation. These may be the same or different entities. If your Seller or Installer is not in the lists provided, please have them apply to their program administrator to be added to the list of approved Sellers or Installers.

**Applicant**  
 93 Million Mile Power   Zelasco, Delana  
 6057 North Wiley Post Court, Suite 7, Sparks NV 89431


**Seller**  
 93 Million Mile Power   Zelasco, Delana   ☒ Show Only Approved Companies/Contacts  
 6057 North Wiley Post Court, Suite 7, Sparks NV 89431


**Installer**  
 93 Million Mile Power   Zelasco, Delana   ☒ Show Only Approved Companies/Contacts  
 6057 North Wiley Post Court, Suite 7, Sparks NV 89431

**Fig. 3.** Seller/Installer page

## Host Customer Page

The next step is the **Host Customer page**, which is shown in **Fig. 4**. On the Host Customer page, fill in information about the Host Customer including name, address, phone and email. The Host Customer is the utility customer for which the solar PV or solar thermal will be installed. The Host Customer sector (Customer Classification) is also collected, which is generally a key factor in determining eligibility and setting inputs for incentive calculation. Customer classification for the Made in Minnesota Solar Incentive Program is as follows; Residential classifications are for projects up to 10 kW that are installed at a home. The commercial classifications are for a business or community solar gardens entity up to 40 kW in size. The tax exempt classification is for a project owned or being developed for the benefit of a public or non-profit entity up to 40 kW in size. The Public/Non-Profit rate is the same whether or not the Public/Non-Profit entity is utilizing third party financing that takes advantage of the federal tax benefits.





Welcome Kim.havey@state.mn.us!
Logout

Applications
Companies
Communications
Reports
Admin
Dashboard
My Settings

Applicant - Installer
**Host Customer**
System Owner
Payee
Project Site
Project Components
Application Review
Paperwork Record
Submit Application

## Incentive Application

*Made in Minnesota PV Production Incentive*

Please enter the information below for the Xcel Energy, MN Power, Alliant Energy or Ottertail Power Customer who will be hosting the solar PV installation and whose electric service will be associated with the installation.

Prefill with: [Applicant](#)

**Host Customer Information**

**Customer Classification:**

Residential
Commercial
Tax-Exempt

Company Name (if applicable)

Contact Person First Name \*

Contact Person Last Name \*

Contact Person Title

**Mailing Address**

Line 1 \*

Line 2

City \*

State
MN

Zip \*

**Phone Numbers**

There are no phone numbers in the list.

Phone Number	Type	Primary
Add a phone number *		
( ) - -	ext.	Business Primary Add Phone #

**Email Address**

Email Address \*

Back
Next


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**Fig. 4.** Host Customer page



## System Owner Page

The **System Owner** page is shown in **Fig. 5**. Here, you can indicate if the Host Customer is also the System Owner, or if the System Owner is some other entity (in the case of a lease or Power Purchase Agreement (PPA), for example). If the System Owner is some other entity, relevant System Owner information is entered here.

The screenshot shows the 'System Owner' page of the PowerClerk application. The page is part of the 'Incentive Application' for the 'Made in Minnesota PV Production Incentive'. The user is logged in as Kim.havey@state.mn.us. The page has a blue header with the Minnesota Department of Commerce logo and the PowerClerk logo. Below the header is a navigation bar with tabs: Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. The 'System Owner' tab is selected. The page content includes a section for 'System Owner Information' with fields for Company Name, Contact Person First Name, Contact Person Last Name, and Contact Person Title. Below this is a 'Mailing Address' section with fields for Line 1, Line 2, City, State (MN), and Zip. There is also a 'Phone Numbers' section with a table for existing numbers and a form to add a new number. At the bottom is an 'Email Address' section with a field for the email address. Navigation buttons for 'Back' and 'Next' are at the bottom of the form. The footer includes the Clean Power Research logo and copyright information.

MINNESOTA  
DEPARTMENT OF  
COMMERCE

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Applications Companies Communications Reports Admin Dashboard My Settings

Applicant - Installer Host Customer **System Owner** Payee Project Site Project Components Application Review Paperwork Record Submit Application

### Incentive Application

Made in Minnesota PV Production Incentive

Enter the information for the owner of the system below. If the System Owner is the same as the Host Customer, choose Host Customer from the "System Owner is..." drop down box.

System Owner is... Other Party

Pre-fill with: Applicant

#### System Owner Information

Company Name (if applicable)

Contact Person First Name \* Contact Person Last Name \*

Contact Person Title

#### Mailing Address

Line 1 \*

Line 2

City \* State Zip \*

MN

#### Phone Numbers

There are no phone numbers in the list.

Phone Number	Type	Primary
--------------	------	---------

Add a phone number \*

( ) - - ext. Business Primary Add Phone #

#### Email Address

Email Address \*

Back Next

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**Fig. 5.** System Owner page

## The Payee Page

The project payee page, shown in figure 6 below, is where you designate who will be receiving the annual production incentive. The payee generally is the system owner but the Made in Minnesota program does allow for third parties to receive payment with the approval of the system owner. The payee must apply for and receive a Minnesota Vendor ID number in order for payment to be made to the payee. The vendor ID can be obtained by going to <http://supplier.swift.state.mn.us>. For complete instructions please visit the Made in Minnesota Solar web page at [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota) and look for Vendor ID instructions in the project installers/developers section.

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Applications Companies Communications Reports Admin Dashboard My Settings

**Applicant - Installer** Host Customer System Owner **Payee** Project Site Project Components Application Review Paperwork Record Submit Application

### Incentive Application

*Made in Minnesota PV Production Incentive*

Enter information for the Payee or the entity that will receive the rebate incentive payments for this installation. If payee is the same as either the Host Customer or System Owner, choose that party from the "Payee is..." list provided.

In order to receive a payment through the MIM program, the payee must apply for and receive a free State of MN Vendor ID. If you do not have a Vendor ID go to [www.mmb.state.mn.us/vendorresources](http://www.mmb.state.mn.us/vendorresources). The application will not be able to be submitted unless a vendor ID has been entered on this page.

Payee is... Other Party

Prefill with: [Applicant Installer](#)

**Payee Information**

Company Name (if applicable)

Contact Person First Name \* Contact Person Last Name \*

Contact Person Title

**Mailing Address**

Line 1 \*

Line 2

City \* State MN Zip \*

**Phone Numbers**

There are no phone numbers in the list.

Phone Number	Type	Primary
--------------	------	---------

Add a phone number \*

( ) - - ext. Business ☒ Primary Add Phone #

**Email Address**

Email Address \*

State of MN Vendor ID: \*

Back Next

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Fig 6. Payee Page

## Project Site Page

The **Project Site** page is shown in **Fig. 7**. This page is where you enter the physical location of the proposed PV or solar thermal system. It can be set to be the same as the host customer mailing address or entered as some other location. Additional information including utility company, customer account, meter number, premise number, federal tax credit and funding information, system mounting and other general information is also collected here.

The screenshot shows the 'Project Site' page in the PowerClerk system. The header includes the Minnesota Department of Commerce logo and the PowerClerk logo. A navigation bar at the top lists various sections: Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. Below this, a sub-navigation bar highlights the 'Project Site' section, with other options like Applicant - Installer, Host Customer, System Owner, Payee, Project Components, Application Review, Paperwork Record, and Submit Application.

The main content area is titled 'Incentive Application' and 'Made in Minnesota PV Production Incentive'. It contains a text box with instructions: 'Enter information for the Project Site or actual physical location where the system is installed. Enter the utility electric service account number that this system will be associated with. If the site has more than one service account number, be careful to choose only the electric service and the account or accounts associated with the installed system. Also enter the utility electric service customer account number and premise number. The account number is generally located on the upper right corner of the customer's utility bill. The customer number for Xcel Energy displays as 12-3456789-0, and what should be entered is 3456789. The premise number can generally be found on page 2 of the bill underneath electricity service details.'

Below the instructions, there is a 'Set same as:' dropdown menu with 'Other Site' selected. The 'Physical Address' section includes fields for 'Line 1', 'Line 2', 'City', 'State' (a dropdown menu showing 'MN'), and 'Zip'. The 'Utility Company' section has a dropdown menu and a 'Typical Annual Usage' field with a unit of 'kWh'. Below this is a table with two columns: 'Customer Account Number' and 'Meter Number(s)'. The table has one row with an 'Add' button. The 'Premise Number' field is also present. The 'Building Type' section has a dropdown menu. The 'Purchase Type' section has a dropdown menu. The 'Federal Tax Credit' section has a dropdown menu. The 'Federal Tax Credit % of Total Cost' field is a text input. The 'Cash From Subscriber/Owner' section has a dropdown menu. The 'Cash From Subscriber/Owner % of Total Cost' field is a text input. The 'Third Party Financing' section has a dropdown menu. The 'Third Party Financing % of Total Cost' field is a text input. The 'Installer/Developer Financing' section has a dropdown menu. The 'Installer/Developer % of Total Cost' field is a text input. The 'Other Financing (MiM PBI etc.)' section has a dropdown menu. The 'Other % of Total Cost' field is a text input. The 'Purchase of an Electric Vehicle (EV)' section has a dropdown menu. The 'System Mounting' section has a dropdown menu. The 'If System Mounting "Other", please describe:' field is a text input. At the bottom of the form are 'Back' and 'Next' buttons.

The footer of the page includes the 'Clean Power Research' logo and the text '© 2013 Clean Power Research' along with social media icons for LinkedIn, Twitter, and Facebook.

**Fig. 7.** Project Site page

## Project Components Page

The **Project Components** page is shown in **Fig. 8**. This page is where you specify the PV system including Inverters and PV modules. Inverter and PV module options are drawn from the California Energy Commission (CEC) solar equipment lists, which can be accessed here:

<http://www.gosolarcalifornia.org/equipment/>. Only CEC-listed equipment as it appears on the public CEC website is included in PowerClerk, and as such cannot be overridden.

To be eligible for the Made in Minnesota incentive, the modules must be certified by the Minnesota Department of Commerce. Custom, unlisted, freeform or generic equipment cannot be entered into PowerClerk. Clean Power Research automatically scans the CEC equipment website and any changes to the CEC site are automatically reflected in PowerClerk, usually in less than a business day. Please contact the device manufacturer or your program administrator if a specific device is not available for selection in PowerClerk. **Any device not found in PowerClerk will need to be added to the CEC equipment list by the manufacturer.**

**If the modules being installed are not on the CEC list but they are certified as Made in Minnesota please send a request to [solar.help@state.mn.us](mailto:solar.help@state.mn.us) with the manufacturer name, module number and name plate capacity for instructions on how to proceed. Please allow up to 48 hours for a response.**

Use “Add PV Modules” and “Add inverters” link and then click on the drop box to select the manufacturer of the modules and inverters. Make sure to enter the number of modules and inverters and then click “Save” when complete.

System cost is also collected on the Project Components page and is broken down in six line items:

1. PV Modules
2. Inverters
3. Labor
4. Permitting Costs
5. Other Costs
6. Total Costs

These six line items were established by Made in Minnesota Solar Incentive Program . **If you want this information designated as not for public you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”.**

A PV simulation is then performed using Clean Power Research's SolarAnywhere® simulation technology and NREL TYM3 insolation data to calculate estimated annual production. A similar simulation is then performed on an optimal system (with a reference tilt and azimuth, and optionally a reference location) to calculate the design factor.

## What is the Design Factor?

The **design factor** is the estimated annual production of the proposed system divided by the estimated annual production of an optimal system with the same equipment. The optimal system's characteristics are determined by the program administrator. After the design factor is estimated, an incentive calculation is performed.

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Applications

Companies

Communications

Reports

Admin

Dashboard

My Settings

Applicant - Installer

Host Customer

System Owner

Payee

Project Site

**Project Components**

Application Review

Paperwork Record

Submit Application

### Incentive Application

*Made in Minnesota PV Production Incentive*

Select the inverter and tenKSolar or Silicon Energy certified Made in Minnesota PV modules. Click Save to add each component. Enter the project component costs. The total cost should equal the system selling price. If you do not select a certified Made in Minnesota panel the 10 year estimated incentive will be \$0. For a list of Made in Minnesota panels go to [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota). If the panel you are installing is not listed in the drop down box go to [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota), find your panel and follow the instructions for selecting a similar panel. Also tell us in the equipment notes the type of panel you intend to install.

System Rating 0.000 kW DC / 0.000 kW CEC-AC Done

Add PV Modules

Add Inverter

Component Description

X

1 Inverter(s) - Silicon Energy, 5.3 kW (Model SIE 5300 (240V))

New PV Array: Model, Quantity, and Cost Selection

Manufacturer

Silicon Energy

Model

195W (Model SIE-195)

Qty.

10

CEC Ratings

195.0 W<sub>DC</sub> / 168.9 W<sub>PTC</sub>

PV Installation

Tracking

Fixed Array

Array Azimuth

Select...

☐ South Reference

Array Tilt

Select...

☐ Roof Pitches

Assigned Inverter

Silicon Energy, 5.3 kW (Model SIE 5300 (240V))

Shading

Select Shading Type... \*

Equipment Notes:

Total Cost \$0.00 / \$0.00 per CEC-AC Watt before incentive / \$0.00 per CEC-AC Watt after incentive Save Cancel

System Costs

PV Modules:

\$

Inverter(s):

\$

Permitting Fees:

\$

Labor:

\$

All Other Costs:

\$

Total Cost:

\$ 0.00

Estimated Production 0 kWh

Design Factor: 0.000%

Estimated Production: 0 kWh/yr

Design Factor: 0.000 %

Incentive \$0.00

2014 Class

Hide Details

Estimated 10 Year Incentive \$ 0.00

System must have a non-zero system size to receive an incentive.

Back

Next

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Fig. 8. Project Components page

Made in Minnesota Solar Application Guide

Page 12

## Application Review Page

The **Application Review** page, shown in **Fig. 9**, contains a printable summary of the entire application. This is typically printed and then signed by the necessary parties (often Host Customer and System Owner).

Applications
Companies
Communications
Reports
Admin
Dashboard
My Settings

Applicant
Host Customer
System Owner
Payee
Project Site
Project Components
**Application Review**
Paperwork Record
Submit Application

### Incentive Application

Made in Minnesota PV Production Incentive

Print this form and obtain required signatures. Then scan the signed form and attach on the next page.

[Print](#)

Made in Minnesota PV Production Incentive Application	
Program Administrator	Minnesota Department of Commerce Division of Energy Resources
Application Number	
Preparation Date	12/24/13

#### HOST CUSTOMER

Company Name	
Contact Person Name	
Contact Person Title	
Mailing Address	
City, State, Zip	MN
Email	

#### SYSTEM OWNER

Company Name	
Contact Person Name	
Contact Person Title	
Mailing Address	
City, State, Zip	MN
Email	

#### PAYEE

Company Name	
Contact Person Name	
Contact Person Title	
Mailing Address	
City, State, Zip	MN
Email	

#### APPLICANT

Company Name	Shiny Solar
Contact Person Name	Mary Jones
Contact Person Title	
Mailing Address	
City, State, Zip	
Email	mary@shinysolar.com
Business Phone	(521) 521-3213

#### PROJECT SITE INFORMATION

Project Site	
Site Address	
City, State, Zip	MN
County	
Electric Utility Service	
Customer Account Number	
Premise Number	

#### EQUIPMENT INFORMATION

PV Modules							
Array	Tilt	Azimuth	Manufacturer	Model Number	Model Rating	Quantity	Array Rating
1	30.0°	180.0°	Silicon Energy	SE-195	166.5 W-pdc	10	1,665.0 W-pdc
Inverters							
Array	Manufacturer	Model Number	Model Rating	Quantity	Efficiency		
1	Silicon Energy	SEI-5300 (240V)	5,300 W-AC	1	96.0%		
S.E.C.-AL System Rating						1,621 kW	
System Orientation							
<input checked="" type="checkbox"/> Fixed <input type="checkbox"/> Single-Axis Tracking <input type="checkbox"/> Dual-Axis Tracking							
Energy Production							
Estimated Annual Energy Production						2,269 kWh/yr	

#### PROJECT INCENTIVE CALCULATION

CEC-AC System Rating	1,621 kW-pdc	Calculated above
Design Factor	98.25%	
Incentive Type	Commercial	
2014 Incentive Rate for PV module "Silicon Energy 195W (Model SEI-195)", Commercial system: \$0.10/kWh Estimated Annual Incentive Amount: Incentive Rate x Estimated Annual Production $0.10 \times 2,269 \text{ kWh} = \$408.42/\text{yr}$ Estimated Total Incentive Amount: Estimated Annual Incentive x 10 years $\$408.42 \times 10 \text{ years} = \$4,084.20$ Estimated 10 Year Incentive $\$4,084.20$ Total System Cost before Incentive $\$0.00$		

#### SIGNATURES

I declare under penalty of perjury that the foregoing is true and correct.

##### Host Customer

Name	
Title	
Company	
Signature	
Date	

##### Applicant

Name	Mary Jones
Title	
Company	Shiny Solar
Signature	
Date	

##### System Owner


Name	
Title	
Company	
Signature	
Date	

##### Payee

Name	
Title	
Company	
Signature	
Date	

[Print](#)

[< Back](#)    [Next >](#)


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**Fig. 9.** Application Review page

## Paperwork Record Page

An example of the **Paperwork Record page**, shown in **Fig. 10**, lists the supporting documents for this application. You can attach appropriate supporting documents electronically via your web browser. Uploaded documents must be in PDF format, and 5MB or smaller. The Made in Minnesota Solar Incentive Program accepts paper documents. Applicants can assert on this page that you are mailing specific documents to the program administrator. If you choose to mail in the documents they must be postmarked by February 28<sup>th</sup> or the application will not be accepted. **If you want this information designated as non-public you must have this information in the uploaded installation agreement and the installation agreement must be prominently marked “Trade Secret”.** Any other material uploaded as part of the application data that is trade secret information must be clearly marked as “Trade Secret”.

Documents may either be required (all the time, for all applications) or possibly required (when the document may or may not be required, depending upon the application). The documents that are always required include the signed application form, signed installation agreement, shading profile, site plan, before photo and a copy of the monthly utility bill. A certificate of tax exempt status is also required if the project is claiming the non-profit/public incentive amount.

Required documents must be available at the time of application submission; PowerClerk will not allow you to submit the application unless there is an attachment (or indication of physical submission for all required documents).

## Incentive Application

### Made in Minnesota PV Production Incentive

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Add Attachment" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful.  
**Please Note: Only PDF files 5MB or smaller may be uploaded.**

If you are mailing any required documents, they must be postmarked by February 28th or your application will not be considered complete and therefore ineligible for the current year production incentive. An example of required documentation can be found at [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota).

#### The following documentation is required based on the information you provided

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Signed Application Form                                 | <a href="#">Add Attachment</a> |
| <input type="checkbox"/> Signed by Customer and Installer Installation Agreement | <a href="#">Add Attachment</a> |
| <input type="checkbox"/> Shading Profile   | <a href="#">Add Attachment</a> |
| <input type="checkbox"/> Site Plan   | <a href="#">Add Attachment</a> |
| <input type="checkbox"/> "Before" Photo (PDF)                                    | <a href="#">Add Attachment</a> |
| <input type="checkbox"/> Copy of Monthly Utility Bill                            | <a href="#">Add Attachment</a> |

#### The following documentation may be required

- |   |                                |
|---|--------------------------------|
| <input type="checkbox"/> Certification of Tax Exempt Status, if Applying for the Tax Exempt Production Incentive Amount | <a href="#">Add Attachment</a> |
|---|--------------------------------|

[Back](#) [Next](#)

Fig. 10. Paperwork Record page



### Installation agreement requirements

Installation agreements should include all the items listed below.

- Customer name, address, and contact information
- Installer name, address and contact information
- Project electrician's name, address, contact information and MN electrical license number
- Utility Premise Number
- Description of the project including , kW capacity, type and quantity of panels, inverters and total installation cost
- Any contingencies
- Estimated project completion schedule
- Signed and dated by installer and customer
- Marked "Trade Secret" if applicable

### Shading Analysis

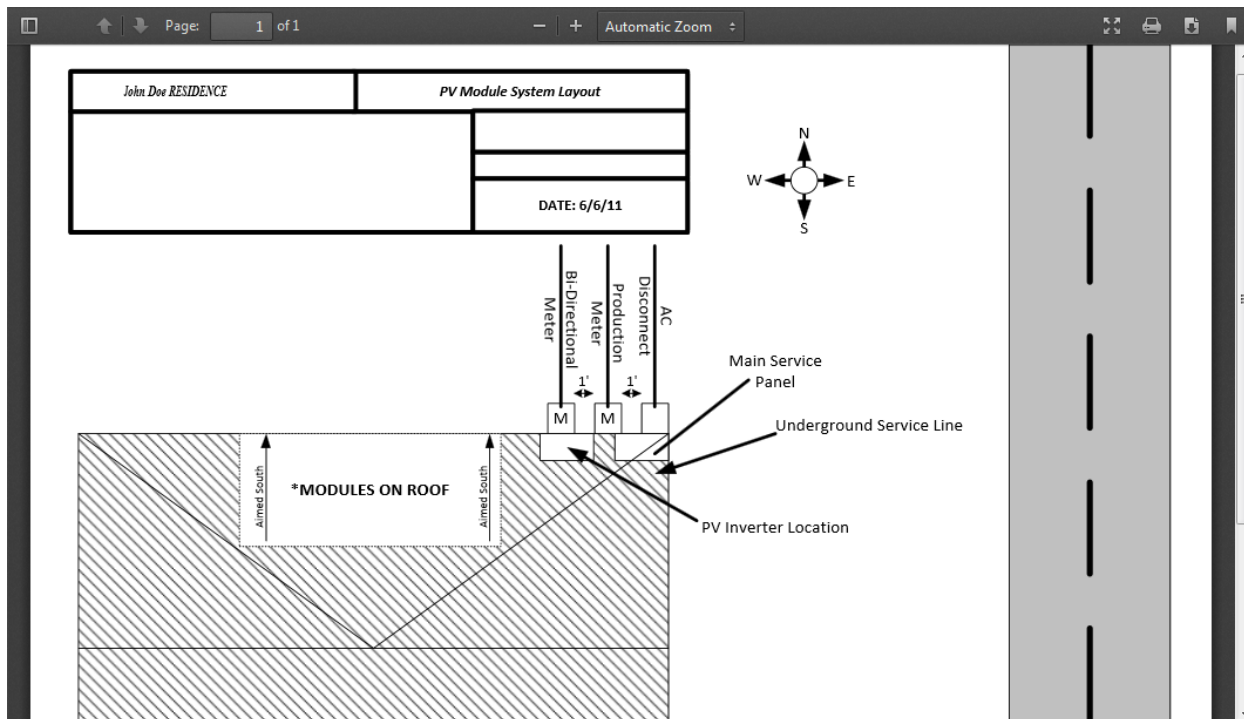
The primary fuel for solar panels is sunlight, if there is an obstacle in the way, such as a tree or flag pole that will cast a shadow onto the solar panels, the system may have significant output reduction. Even small or partial shading of solar modules can have a significant effect on your systems performance. Just 10% shading of a solar array can lead to a 50% reduction in efficiency and even, on occasion, total system shutdown. We recommend having a shading analysis done using any number of methods. The most common tools are the SolarPathfinder, SunEye, or Solmetric iPV devices.

Most PV installers will have the tools needed to complete the analysis or you can rent them from a number of renewable energy groups. **The application requires that a shade analysis report along with your application for the Made in Minnesota Incentive Program.**

### Site plan requirements and example, shown in Fig. 11

Site plans should include all the items listed below.

- Customer name and install address
- Building and street labels
- Note any labeling found on equipment
- Main service, disconnects, meter locations including distance between
- Nautical direction
- Position, distance and clearance concerns of overhead electric service lines and/or other utilities in relation to the PV panels. If there is no clearance issue, simply state that on the site plan



**Fig. 11 – Site Plan Example**

## Submit Application Page

The final step of initial application submission is the **Submit Application page**, shown in **Fig. 12**. This page contains a Submit button that you can press to commit and submit the application when completed. If any required information has not been completed, the Submit button is disabled and information about the missing required information is displayed on this page.

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Applicant - Installer Host Customer System Owner Payee Project Site Project Components Application Review Paperwork Record **Submit Application**

### Incentive Application

*Made in Minnesota PV Production Incentive*

**The following sections must be completed before the application can proceed:**

- **Host Customer** : Host Customer contact information must include first and last name.
- **System Owner** : System Owner contact information must include first and last name.
- **Payee** : Payee contact information must include first and last name.
- **Project Site** : Project site does not have a complete address
- **Project Components** : At least one Project Component must be specified.
- **Paperwork Record** : This application is missing the following required paperwork:
  - Signed Application Form
  - Signed by Customer and Installer Installation Agreement
  - Shading Profile
  - Site Plan
  - "Before" Photo (PDF)
  - Copy of Monthly Utility Bill

Back Submit Incentive Application

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Fig. 12. Submit Application page

## The Made in Minnesota (MiM) Solar Program is a Two-Step Application Submission Process?

The MiM programs follow a two-step process. In this two-step process, an initial submission "reserves" an incentive (this is often called a "Reservation Request") and a second submission occurs after the system has been built to request payment.

### Project Components Page

The first page of the Notice of Completion Claim form is the **Project Components** page, shown in Fig. 13. This is very similar to the Project Components page from the original submission and allows you to submit the *as-built* system. It is prefilled with existing information, so if the as-built is identical to the proposed system, you don't need to change anything on this page. **If anything about the system has changed since submitting the application the application must be edited and the modification must be accurately reflected in the projects components summary. If anything is modified, the system performance and incentive amount are recalculated.**

## Notice of Completion

Made in Minnesota PV Production Incentive (MIM14-00001)

Select the inverter and tenKSolar or Silicon Energy certified Made in Minnesota PV modules. Click Save to add each component. Enter the project component costs. The total cost should equal the system selling price. If you do not select a certified Made in Minnesota panel the 10 year estimated incentive will be \$0. For a list of Made in Minnesota panels go to [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota). If the panel you are installing is not listed in the drop down box go to [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota), find your panel and follow the instructions for selecting a similar panel. Also tell us in the equipment notes the type of panel you intend to install.

System Rating 1.950 kW DC / 1.621 kW CEC-AC

[Done](#)

[Add PV Modules](#) [Add Inverter](#)

Component Description

1 Inverter(s) - Silicon Energy 5.3 kW (Model SE 5300 (240V))

10 PV Module(s) - Silicon Energy 195W (Model SE-195)

Equipment Notes:

Total Cost \$10,000.00 / \$6.17 per CEC-AC Watt before incentive / \$3.65 per CEC-AC Watt after incentive

[Save](#) [Cancel](#)

### System Costs

PV Modules: \$  
Inverter(s): \$  
Permitting Fees: \$  
Labor: \$  
All Other Costs: \$ 10,000.00  
**Total Cost: \$ 10,000.00**

Estimated Production 2,269 kWh

Design Factor 99.255%

Estimated Production: 2269 kWh/yr

Design Factor: 99.255 %

Incentive \$4,084.20

[Save](#) [Cancel](#)

2014 Class

Estimated 10 Year Incentive \$ 4,084.20

[Hide Details](#)

2014 Incentive Rate for PV module 'Silicon Energy 195W (Model SE-195)', Commercial system: \$0.18/kWh

Estimated **Annual** Incentive Amount: Incentive Rate x Estimated Annual Production

\$0.18 x 2,269 kWh = **\$408.42/yr**

Estimated **Total** Incentive Amount: Estimated Annual Incentive x 10 years

\$408.42 x 10 years = **\$4,084.20**

[Next](#)

Fig. 13. Incentive Claim Form Project Components

## Notice of Completion Form

The next step in the incentive claim process is the **Notice of Completion Form**, shown in **Fig. 14**, where the host customer, applicant, system owner and payee must sign and attest to the system being installed.

Project Components

**Notice of Completion Form**

Paperwork Record

Submit Notice of Completion

### Notice of Completion

*Made in Minnesota PV Production Incentive (MIM14-00001)*

Print this form and obtain required signatures. Then scan the signed form and attach on the next page.

Print

Made in Minnesota PV Production Incentive Notice of Completion	
Program Administrator	Minnesota Department of Commerce Division of Energy Resources
Application Number	MIM14-00001
Preparation Date	12/24/13

HOST CUSTOMER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Contact Person Title	
Mailing Address	134 first st
City, State, Zip	St. Paul, MN 55101
Email	mary@cleanpower.com
Business Phone	(321) 321-3213

SYSTEM OWNER	
Company Name	Shiny Solar
Contact Person Name	Mary Jones
Contact Person Title	
Mailing Address	134 First Street
City, State, Zip	Saint Paul, MN 55101
Email	mary@cleanpower.com

**Fig. 14.** Notice of Completion page

## Paperwork Record Page

The next step is a **Paperwork Record page**, shown in **Fig. 15**, for supporting documents for the incentive claim submission. The set of supporting documents required here is different than the documents for original submission. The Made in Minnesota Solar Incentive Program requires submittal of a signed notice of completion, signed utility interconnection agreement, photo of the completed project and a final invoice from the installer marked paid.

The paperwork functionality is the same as the original submission: documents are either always required, or possibly required. Required documents must be attached or indicated before online submission will be allowed.

The screenshot shows the 'Paperwork Record' page in the PowerClerk system. At the top, there is a navigation bar with the Minnesota Department of Commerce logo on the left and the PowerClerk logo on the right. The navigation bar includes links for Applications, Companies, Communications, Reports, Admin, Dashboard, and My Settings. Below the navigation bar, there is a progress bar with four steps: Project Components, Notice of Completion Form, Paperwork Record (current step), and Submit Notice of Completion. The main content area is titled 'Notice of Completion' and 'Made in Minnesota PV Production Incentive (MIM14-00001)'. It contains a text box with instructions on how to upload documents and a list of required documentation. The list includes: Signed Notice of Completion Form, Signed Utility Interconnection Agreement, Photo of Completed Project (PDF), and Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total). Each item has an 'Add Attachment' link. Below this, there is a section for 'The following documentation may be required' with one item: Contract between System Owner and Host Customer (third party ownership projects only), also with an 'Add Attachment' link. At the bottom, there are 'Back' and 'Next' buttons. The footer includes the Clean Power Research logo and copyright information.

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Applications Companies Communications Reports Admin Dashboard My Settings

Project Components Notice of Completion Form **Paperwork Record** Submit Notice of Completion

### Notice of Completion

*Made in Minnesota PV Production Incentive (MIM14-00001)*

Please review the list of documents below and submit those that are required for your application. To submit a document electronically, please click the link marked "Add Attachment" next to the item you wish to upload. In order for an item to upload successfully, you must select the document you wish to upload using the "Browse" or "Choose File" button. Then, click the button marked "Attach"; the name of the file that was uploaded will appear next to the item if successful.  
**Please Note: Only PDF files 5MB or smaller may be uploaded.**

An example of required documentation can be found at [www.mn.gov/made-in-minnesota](http://www.mn.gov/made-in-minnesota).

**The following documentation is required based on the information you provided**

<input type="checkbox"/> Signed Notice of Completion Form	<a href="#">Add Attachment</a>
<input type="checkbox"/> Signed Utility Interconnection Agreement	<a href="#">Add Attachment</a>
<input type="checkbox"/> Photo of Completed Project (PDF)	<a href="#">Add Attachment</a>
<input type="checkbox"/> Final Invoice (marked paid with cost breakdown of modules, inverters, labor, permits, all other costs, total)	<a href="#">Add Attachment</a>

**The following documentation may be required**

<input type="checkbox"/> Contract between System Owner and Host Customer (third party ownership projects only)	<a href="#">Add Attachment</a>
--	--------------------------------

Back Next

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**Fig. 15.** Paperwork Record page

## Submit Application Page

The final step is the **Submit Application page**, shown in **Fig. 16**, which contains a Submit button to allow submission of the online Incentive Claim form. If any required information has not been completed, the Submit button is disabled and information about the missing required information is displayed on this page.

The screenshot shows the 'Submit Application' page in the PowerClerk system. At the top left is the Minnesota Department of Commerce logo. At the top right is the PowerClerk logo and a welcome message for Kim.havey@state.mn.us! with a Logout link. Below the header is a navigation bar with tabs: Applications (selected), Companies, Communications, Reports, Admin, Dashboard, and My Settings. A progress bar below the navigation bar shows four steps: Project Components, Notice of Completion Form, Paperwork Record, and Submit Notice of Completion (the current step, indicated by a blue circle with a pencil icon). The main content area is titled 'Notice of Completion' and includes the text 'Made in Minnesota PV Production Incentive (MIM14-00001)'. A yellow box contains the instruction: 'Press "Submit Incentive Claim" to submit your online incentive claim. Make sure you have entered and uploaded all information before submitting the incentive claim.' Below this box are two buttons: 'Back' and 'Submit Incentive Claim'. At the bottom of the page is the Clean Power Research logo and copyright information: '© 2013 Clean Power Research' with links to LinkedIn, Twitter, and RSS.

**Fig. 16.** Incentive Claim Form submission

## What Happens After My Application is Submitted?

After initial submission of an incentive application, you may not edit the application information except at the incentive claim step. You are able to see any submitted applications in the main incentive application list including their current status. A "View" link is also available that brings up a single-page, non-editable summary of the incentive application.